

DIAMOND LAKE SCHOOL DISTRICT 76

**PERFORMANCE CONTRACT FACILITY
IMPROVEMENT PROGRAM**

REQUEST FOR PROPOSAL (RFP)

AUGUST 26, 2016

Mr. Eric Rogers, Business Manager
500 Acorn Ln
Mundelein, IL
60060

TABLE OF CONTENTS

Item	Page
Notice of RFP	3
I. Proposal Content & Format	4
II. Evaluation Criteria	5
III. Contract Requirements	5
IV. Disclosure	5

Notice of RFP

Notice is hereby given that Diamond Lake School District 76 is requesting Qualified Providers to propose energy conservation measures through a guaranteed facility improvement contract on a performance contracting basis. The contract shall follow the requirements of Article 19b of the School Code of the State of Illinois – “School Energy Conservation and Savings Measures.” (105 ILSC 5/19(b), et.seq.)

Proposals will be received no later than 2:00 p.m. on September 27, 2016 at the District Office located at 500 Acorn Ln, Mundelein IL, 60060..**EXTENSIONS WILL NOT BE GRANTED.** The District is requesting (3) sealed hard copies and (1) electronic copies (flash drives preferred). Proposals will be time stamped upon arrival. For more information, contact Mr. Eric Rogers, Business Manager via EMAIL ONLY at erogers@dist76.org with a Cc to the Superintendent of Schools, Dr. Bhavna Sharma-Lewis at bsharmalewis@dist76.org. PHONE CALLS WILL NOT BE ACCEPTED.

The District will base its qualified provider selection on the following criteria:

1. Experience and Qualifications
2. Technical Approach
3. Financial Approach
4. Implementation Plan
5. Maintenance Plan

The District will award a Letter of Intent with the provider that is deemed to provide the best overall value to the District per the evaluation criteria set forth within this RFP. The successful provider shall be required to submit a 100% Performance and Material Payment Bond upon award of Contract along with a Certificate of Insurance.

The District will only consider those companies who meet the following requirements of Section 1(A) Experience and Qualifications. Any submittals that do not adhere to this Section will be considered a Non-Qualified submittal and dismissed from consideration.

The District may elect to implement additional facility improvements in a multi-phased approach with the selected Qualified Provider if applicable. The scope is to include energy related improvements including, but not limited to, mechanical, electrical, plumbing (MEP), water, building envelope and other pertinent energy and/or operational projects pursuant to the contract.

The District reserves the right to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered. Such decisions shall be final. Notices of all final recommendations will be made public, posted and consistent with the requirements of the Illinois compiled statutes, 5 ILCS 120/2.02 (OPEN MEETINGS ACT). 4

I. PROPOSAL CONTENT & FORMAT

Proposal must be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The District reserves the right to eliminate any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

A. Experience and Qualifications

Qualified Providers **MUST** possess the following credentials: Failure to comply with the items shown below will be construed as **NON-QUALIFIED** and dismissed from consideration.

1. Provide Company history - structure of company, financial stability and longevity.
2. Provide Corporate & local branch location(s). Entire project staff must reside in the IL branch.
3. Provide proof/documentation of your firm having accreditation level from National Association of Energy Services Companies (NAESCO)
4. Provide an organizational chart for only those individuals who will be directly involved in this project.
References –List **ONLY** those references that meet the IL School Code, (105 ILSC 5/19(b), et.seq.)
Company must list ten **(10) Illinois K-12 performance Contracts that are each above \$1,000,000 in total contract value.** Indicate any/all multiple phases if applicable. These references must include the name of the school district, address, contact person, telephone number, email address, project cost, savings; scope of work and date work was completed.
5. Provide your firm's most recent Annual Report and Audited Financial Statement.

B. Technical Approach

1. Describe in detail the specific facility improvement measures that your firm considers important to implement. The facility improvement measures may include, but are not limited to, the acquisition, installation and modification of existing and new equipment to reduce energy consumption and related costs associated with the HVAC, lighting systems, electrical, building envelope, life safety, water and sewage
2. Include a section explaining the methodology used for calculating energy savings for each improvement. Respondents are encouraged to use energy and operational savings / capital offsets. Savings must be well defined and comply with IL statute.
3. All work proposed must fully comply with code including, but not limited to the Illinois Administrative Code Part 180 and all current editions of the International Building Code, the International Energy Conservation Code, the Illinois Plumbing Code, the Illinois Accessibility Code, and the Americans with Disabilities Act.

C. Financial Approach

1. Cash Flow Analysis: Include a cash flow analysis with energy savings, operational savings, annual program cost and net cash flow. List energy and operational savings separately.
2. Payments: Respondents must list the start date, payment amount and frequency (payment schedule) for the proposed scope of work

D. Implementation Plan

1. Include in your proposal an implementation plan and timetable including completion dates describing your intent to execute the proposed project.
2. Describe in detail your philosophical approach to project management for this energy conservation program.

D. Maintenance Plan

1. Project staff must possess an in-house service team equipped to handle the ongoing technical support of the District.
2. Provide a sample of tasks that your firm is currently servicing in other K-12 IL school districts.

II. EVALUATION CRITERIA

Contract Award will be the firm who rates the highest in the categories outlined in the “Proposal Content and Format” and who best meets the needs of the District. These include:

- A. Experience and Qualifications (20%)**
- B. Proposal Preparation and Technical Approach (20%)**
- C. Financial Consideration and Net Economic Impact (20%)**
- D. Ability to Implement the Project (20%)**
- E. Ability to Comprehensive Service and Ongoing Maintenance (20%)**

III. CONTRACT REQUIREMENTS

A. General

1. The District is not liable for any costs incurred by a respondent in preparing or submitting a proposal, or in preparing the contract.
2. All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits and other material submitted as part of a proposal will become the property of the District when received.
3. Pursuant to State law, and under penalty of perjury, the signer of any proposal submitted in response to the RFP thereby certifies that this proposal has not been arrived at collusively or otherwise in violation of State or Federal laws.

B. Warrantees

The District expects that all projects recommended and equipment replaced will have a minimum of one year manufacturer’s or construction warrantees appropriate to the project.

C. Insurance

The District’s insurance requirements will be available for the successful respondent.

IV. DISCLOSURE

The District discloses that Siemens Industry, Inc., assisted with development of this RFP.